

# Yeovil Town Council

## JOB SPECIFICATION

### Casual Recreation Assistant



	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>		First Aid qualification
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<p>Experience of dealing with customers and members of the public</p> <p>Ability to communicate effectively (both verbal and written communication)</p> <p>Great face to face customer service</p> <p>Computer literate and comfortable using Microsoft software</p>	<p>Experience of handling cash &amp; electronic payments</p> <p>Experience of working in a leisure or customer service related environment</p> <p>Experience as working as part of a team.</p> <p>Use of an EPOS till</p> <p>Ability to keep accurate records</p> <p>Knowledge of Yeovil Recreation Centre</p> <p>Appreciation of Health and Safety issues in an outdoor leisure environment</p>
<b>PERSONAL ATTRIBUTES</b>	<p>Positive, cheerful demeanour</p> <p>Physically fit to move around facility swiftly when required &amp; set up facilities for customer use.</p>	Interested in sport and physical activity and it's benefit to the community

	Great communicator High integrity and honesty Ability to stay calm under pressure in busy periods	
<b>OTHER REQUIREMENTS</b>	Problem solver and willingness to support in all tasks required to keep facility open and presentable	

**5<sup>th</sup> August 2024**